

MEETING MINUTES
STATE CONSUMER AND FAMILY ADVISORY COMMITTEE
April 14, 2005

Present: Carl Britton-Watkins, Terry Burgess, Pete Clary, Zack Commander, Sandy DuPuy, Kathleen Herr, Ed Masters, Doug Michaels, Barbara Richards, Betty Stanberry and Amelia Thorpe.

Absent: Jere Annis, Cody Ferrell, Ron Huber and Ellen Perry.

DHHS Staff Present: Julia Bick, Michael Eisen, Steve Hairston, Yolanda Hunter, Cathy Kocian, Cindy Parkey, Tara Peele, Chris Phillips, Kim Lasane Ratliff, Ann Remington and Shealy Thompson.

Guests: Frank Edwards and Dennis Knassel.

1. Welcome and Introductions

- ◆ Doug Michaels, SCFAC Vice Chair, welcomed everyone to the SCFAC meeting. Code of Conduct rules were referenced as a reminder to have respect for everyone who is speaking and allow one person at a time to talk.

2. Approval of Agenda and Minutes

- ◆ The agenda was approved with changes.
- ◆ The March 2005 minutes were approved.

3. Discussion of ELT's Request for SCFAC Input

- ◆ Chris Phillips sent a memo to SCFAC members which identified 2 items on which the ELT requested SCFAC input:

A. The Division has received questions surrounding potential conflicts of interest for members of local CFACs: These issues pertain to:

- 1) CFAC members who are employed by the LME,
- 2) CFAC members who have a direct contract with the LME,
- 3) CFAC members who work for someone contracting with the LME,
- 4) CFAC members who are providers in the LME catchment area,
- 5) CFAC members who work for providers in the LME's catchment area,
- 6) CFAC members who are also Area Board members for the LME and, if this is not a conflict, should there be a limit on how many CFAC members should be allowed to function in this dual capacity,
- 7) CFAC members who have a grant/contract with the Division and
- 8) CFAC members who work for an agency who has a contract with the Division.

The SCFAC voted to recommend to the Division that these items all represented conflicts of interest in terms of serving on local CFACs and that the Division issue a communication bulletin advising local CFACs that local CFAC policies or by-laws address conflicts of interest.

Approved

B. Secondly, the ELT asked for input relating to: “The Division’s Operations Plan, Task #3.33 relates to the need for actions at the local level to address the needs of non-target populations. These actions will require leadership and collaboration with consumers, families, advocates, community leaders, other agencies, providers, physicians and others who can help make services and community supports available to non-target populations. This involves LME efforts to network and build working relationships with a wide variety of community partners. This is a perfect opportunity for local CFACs to work with the LMEs in helping them to address the development of these natural and community supports for non-target populations.” ELT would like for the SCFAC to advise them on how to encourage local CFACs to begin working with their LMEs in this regard.

SCFAC decided to recommend to the ELT that Chris Phillips issue a communication encouraging local CFACs to partner with their LMEs in this initiative.

4. Rules of Procedure

- ◆ SCFAC members discussed conflict of interest issues relating to membership on the State CFAC. In view of the SCFAC’s recommendation to the Division pertaining to conflicts of interest on local CFACs, it was decided to adhere to the same standards. SCFAC decided that members who had existing roles in other groups that might present a conflict of interest prior to the SCFAC development of the conflict of interest policy in October 2004, would be grandfathered. However, any SCFAC member who adopts a role in another group subsequent to the development of SCFAC conflict of interest policy will be subject to the policy. In addition, all new SCFAC applicants will be subject to the conflict of interest policy. After much discussion, the SCFAC voted that Barbara Richards’ decision to accept employment with an LME represented a conflict of interest with her role as a member of the SCFAC. In conformance with the SCFAC Rules of Procedure (Rule #8), the SCFAC decided that Barbara would have to choose between remaining on the SCFAC and continuing in her role as an employee of the LME. “SCFAC Duty vs. Personal Role: SCFAC members should be vigilant to avoid conflicts of interest caused by membership in other groups, keeping in mind the oversight duty the SCFAC has in reference to many other groups; however, if a member has a strong desire to be a part of another group, the member may do so if (1) the SCFAC is immediately notified of such other membership, and (2) serving in the other group does not compromise the member’s ability to serve on the SCFAC. If either (1) or (2) are violated, the member must resign from one group.”

5. Prevention and Early Intervention Team Presentation

- ◆ Cindy Parkey and Kim Lasane Ratliff presented information on the role and overall goal of promoting prevention and early intervention statewide. The mission is to “promote prevention and early intervention processes and activities aimed at educating, supporting and empowering individuals to effectively meet life challenges and transitions.”
- ◆ Elements of the prevention plan include leverage of public and private resources through partnerships and must be comprehensive in that it addresses prevention through multiple strategies. The evaluation of prevention initiatives must be on-going and continuous to measure progress, impact and outcomes.

Approved

- ◆ System of Care is regarded nationally as an emerging best practice and is featured in the President's New Freedom Commission Report on Mental Health. North Carolina has been able to establish local Systems of Care in 22 Counties across the state. The Child Mental Health Plan is part of the overall MH/DD/SAS System Reform and is based on the philosophy and practice of System of Care. Key themes of the Child Mental Health Plan:
 - Increase early identification and intervention,
 - Provide access to services and supports,
 - Increase community based capacity in all local communities,
 - Support family and youth involvement at all levels,
 - Improve provider expertise,
 - Increase quality of care,
 - Emphasize cultural and linguistic competent practice, and
 - Based on lessons learned and resources created from 3 grants, the goal of the Child Mental Health Plan is to establish systems of care in all North Carolina communities.
- ◆ Traumatic Brain Injury (TBI), Safe and Drug Free Schools and Communities Act and Tobacco Initiatives all fall under Prevention and Early Intervention and each one is an on-going project. In addition, the Substance Abuse Prevention Block Grant is also handled by this team.

6. Public Comment Time

- ◆ Julia Bick gave an update on the 2004 Real Choice Systems Change Grant – Integrating Long Term Supports with Affordable Housing in North Carolina. SCFAC wrote a letter of support last year October, and the grant was approved. The Division is in the process of creating a housing work group and has requested a member of SCFAC to assist with this task force.
- ◆ Frank Edwards commented on the large number of positive things that are occurring as a result of reform and stated it is important to have a transition plan that will allow the movement toward consumer involvement and consumer choice. It is imperative that consumers be able to decide for themselves whether providers are doing a good job and have choice in choosing their own provider.

7. Continuation of Work Plan Priorities

- ◆ Steve Hairston, Planning Team Leader, reviewed the chapters and sections of State Plan 2005 with SCFAC members. The SCFAC members will be assisting with the State Plan review by providing feedback directly to Mr. Hairston.
The State Plan 2005 will be comprised of the following chapters:
 - Executive Summary
 - Introduction
 - Chapter 1 – Foundations of Reform
 - Chapter 2 – Organizational Structure of the System
 - Chapter 3 – Transformation of the NC MH/DD/SA Services System
 - Chapter 4 – Person-Centered Planning
 - Chapter 5 – Quality Management
 - Chapter 6 – Cultural Competence
 - Chapter 7 – Evidence Based, Emerging and Promising Practices
 - Chapter 8 – Goals for SFY 2005-2006

Approved

- Acronyms
- Glossary

- ◆ The contact person from each SCFAC sub-committee gave a brief update on their progress. To ensure effective communication on these projects, Division contacts have been assigned to work with each sub-committee.

8. Service Definitions

- ◆ The SCFAC did provide feedback on the Service Definitions to Kathleen Herr and she was able to compile the SCFAC recommendations and submit a final document to the Division by April 7, 2005.

9. Provider Reports

- ◆ Sandy DuPuy is on the Division work group assigned with this task and she is in the process of recruiting CFAC members across the state to work on this group. Sandy will draft a letter to all CFAC chairs requesting volunteers. In addition, all CFAC chairs will be asked if they are willing to share their email addresses with SCFAC members in order to facilitate communication regarding this and other projects.

10. SCFAC ELT Input

- ◆ The ELT meeting scheduled for April 26, 2005 in Raleigh will be attended by Carl Britton-Watkins. Local CFAC conflict of interest issues and local CFAC support for Operations Task 3.33 will be the focus of discussion for the SCFAC presentation to the ELT.

11. Next Meeting

- ◆ The next meeting is scheduled for May 12, 2005 from 9:30 A.M. – 3:30 P.M. and will be held at Southeastern Center Administrative Conference Room, 2541 S. 17th Street, Wilmington, NC 28402.

12. May Meeting Agenda

- Approval of the Agenda.
- Approval of April's minutes.
- NC Open Meeting Law. The NC Open Meeting Law rules will be discussed at the May meeting as per SCFAC's discussion of perhaps changing the format of its minutes so that only the first names and last initial of guests will be printed.
- The SCFAC will review applications meeting criteria for available SCFAC positions at the May meeting and make appropriate recommendations to the Secretary.
- Deaf and Hard of Hearing Presentation.
- Discussion of Future Agendas.
- State Plan Work.
- ELT Feedback from Carl Britton-Watkins.